

U.S. EMBASSY GRANTS PROGRAM
SUGGESTED APPLICATION FORMAT

1. GENERAL INFORMATION

1.1 Applicant organization

a. Organization (English)

b. Organization (Original):

c. Address:

d. City/Town:

e. District:

f. Website:

g. Tax Code:

1.2. Organization leader

a. Last Name:

b. First Name:

c. Tel:

d. Mob

e. Fax:

f. E-mail:

2. BACKGROUND OF ORGANIZATION

2.1. Description

2.2. Past Grants (U.S. Embassy)

2.3. Past Grants (Other)

3. PROJECT DESCRIPTION

3.1. Project Information

a. Project Name:

b. Duration (months):

c. Start date (mm/dd/yyyy):

d. End date (mm/dd/yyyy):

3.2. Executive summary:

3.3. Project Justification

3.4. Project Goal and Objectives**3.5. Project Activities****3.6. Monitoring and evaluation****3.7. Key Personnel****3.8. Project Partners****3.9. Strengths and Innovation****3.10. Sustainability****4. BUDGET:****4.1 Budget Summary**

Category	Description	Requested
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Indirect Costs		
Total Requested:		
Contributions		
Project Total		

Note: You may be asked to submit a detailed budget in a spreadsheet format

4.2 Budget narrative**4.3 Miscellaneous**